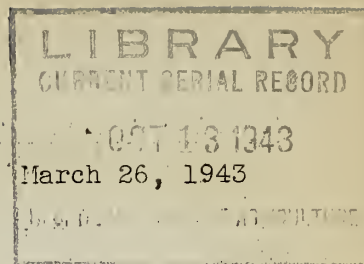


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UNITED STATES DEPARTMENT OF AGRICULTURE
Food Distribution Administration
Washington, D. C.



CHEESE GRADERS MEMORANDUM NO. 12

To: Cheese Graders

From: B. J. Ormodt, Senior Marketing Specialist, Inspection and Grading Division, Dairy and Poultry Branch

Subject: Procedure to be Followed in Grading, Weighing and Preparation of Certificates for Cheese Offered under DPMA Announcement 4 - Cheddar Cheese

The Food Distribution Administration has authorized the Dairy Products Marketing Association to purchase Cheddar cheese needed for Lend-Lease and other emergency requirements, including all cheese required to be set aside pursuant to Food Distribution Order No. 15, Cheddar Cheese, and not sold to other designated agencies. DPMA will buy the cheese under Announcement DPMA-4, copy of which has been sent directly to grading personnel from DPMA.

Quantity: Offers are preferred in maximum carlots of 40,000 pounds. Total net weight should be recorded on the certificate in full pounds only. Fractions of 1/2 and over will be recorded next higher full pound. Fractions under 1/2 pound will be dropped to next lower full pound. On delivery, variation in delivered quantity of any grade from the offered quantity of each grade will be permitted to the extent of not more than 5 percent of the total offered quantity of all grades, provided that the total quantity of all grades delivered shall not vary more than one percent from the total quantity offered and, provided further, that no carlot delivery shall be less than a minimum carlot.

Quality: All cheese shall be at least ten days old at the time of inspection. Cheese offered as U. S. No. 1 or U. S. No. 2, shall meet the quality requirements, which are clearly stated in Announcement DPMA -2, under each grade specification. Mixed carlots of U. S. No. 1 and U. S. No. 2 will be accepted. The cheese shall be inspected before offers are submitted.

Inspection: The grades and weights of the cheese shall be evidenced by certificates issued by the Food Distribution Administration, U.S.D.A. Certificates dated not more than thirty days in advance of the date of the offering will be acceptable, provided the cheese is kept under proper storage conditions to assure maintenance of quality. Sellers shall furnish FDA inspectors with a manifest showing lot numbers and the number of packages of each vat of cheese contained in the carlot and if sold on the "dry" basis, the number of pounds of each vat, and the moisture test of each vat.

Packaging and Marking: Particular attention should be given to the markings of the cheese and containers to see that they conform with contract requirements; also, note that scale boards are required next to the top and bottom of each individual cheese. Containers should be of the type and style specified in the offer and in accordance with the specifications set forth in FSC-1714B. The cheese shall be marked with the name or factory number, date of manufacture or equivalent, and vat number. Each container shall be clearly stenciled or stamped on one side with the name of the product, net weight, vendor's name and address, and contract number.

Stamping Containers with U.S.D.A. lot numbers: Each carlot shall be assigned a USDA lot number. Where cheese is held in a plant or private warehouse, each container shall be stamped with a USDA lot number. Where cheese is stored in a public warehouse, it will only be necessary to stamp samples with USDA lot number as the warehouse lot number can be used for identification. In the event a carlot contains mixed grades, a separate USDA lot number should be assigned to each grade, unless the stamp permits the use of a sub-lot number in connection with the USDA lot number.

Memorandums and Certificates: Memorandums covering carlots of mixed grades should separately indicate those vats graded U. S. No. 1, and those graded U. S. No. 2. The number of packages and the total pounds of each grade shall be shown separately on the certificate. The certificate must show the total number of vats accepted and the total number, if any, that are rejected, to provide necessary information for auditing the certification of the amount of the fees and charges that the vendor is to be reimbursed by DPMA. One copy of the certificate and one copy of the contractor's certified moisture report should be mailed directly to the DPMA office, 110 North Franklin Street, Chicago, Ill.

Fees and Expenses: All inspection fees and charges, including total cost of grading, weighing, and moisture determination, shall be paid by the vendor. The DPMA will reimburse the vendor for fees and charges for grading, weighing, including traveling and per diem expenses, and moisture determination not to exceed \$35.00 per 40,000 pound carlot, applicable to cheese delivered to DPMA. It will not reimburse the vendor for any part of the fees and charges that are applicable to rejected cheese or cheese that is not delivered to DPMA. In determining the amount to be allocated to vats rejected, the total of the grading fees, exclusive of weighing and moisture determination costs and traveling and per diem expenses, should be divided by the total number of vats graded and this amount should then be multiplied by the number of vats rejected. In the event rejections are excessive and involve considerable additional time or necessitate return trips to complete grading, a proportionate amount of the traveling and per diem expenses should also be allocated to the vats rejected. Certification of reimbursement to vendor shall be shown on certificate under remarks in the following form: "The amount for which the vendor will be reimbursed by DPMA for inspection fees and charges on the certificate is _____".

B. J. Emmert